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# **Navigating Selection Manager - USA Staffing's Hiring Official Interface**

USA STAFFING® — OPM'S AUTOMATED HIRING TOOL FOR FEDERAL AGENCIES



# Selection Manager Overview

- Selection Manager is the Hiring Official's interface for USA Staffing
- Selection Manager replaced the ADV module and was included in the 1002 release
- In Selection Manager, Hiring Officials access certificates/referral lists, review and print application materials, make hiring decisions, and return certificates electronically to the human resources (HR) office
- The URL for the site is <https://selectionmanager.usastaffing.gov/>

# Logging In

Hiring Officials receive an email to access Selection Manager when a certificate is issued to them. Once they click on the site, they open the home page below.

**Selection Manager**

Welcome! Quick Start Guide Help

**USA STAFFING®**  
Great Government Starts Here

Username:

Password:

Login

[Forgot User Name](#) or [Forgot Password](#)

Selection Manager is the hiring officials' interface for USA Staffing®. In Selection Manager, you can review referral lists or certificates, view application materials, make hiring decisions, and electronically return certificates to your HR office. For additional information and instructions on Selection Manager, review this [Quick Start Guide](#).

Selection Manager, powered by USA Staffing®, is an Official U.S. Government System for authorized use only. Unauthorized use of this site or the information on this system could result in criminal prosecution.

Signing into Selection Manager indicates you consent to security testing and monitoring and you have read and accepted the following Full Terms and Conditions of Use:

This U.S. Government System is to be used by authorized users only. Information from this system resides on computer systems funded by the government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. Â§ 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review and action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

# Navigation

The system will display four navigation buttons on the top right of each screen.



To access available certificates for a vacancy, the Hiring Official clicks the link under the My Hiring Actions section.

# Reviewing Applicants

The Certificate View page displays the following three tabs:

Applicant List, Certificate Information, Selection

## Selection Manager

HOME | MY ACCOUNT | BATCH DOCS | LOGOUT

**Certificate View**

☐ Hiring Actions View

☒ Applicants of Interest

?

Vacancy  
103764

Position Title  
HR Specialist

Certificate Number  
MT-10-BIS-01692S0

Grade  
11

Location  
Springfield, OH

Specialty  
HR Specialist (Recruitment and Placement)

Return List to HR Office

Set All

Clear All

Due: 5/14/2010

Print

Applicant List

Certificate Information

Selection Notes

Applicant Name	Last 4 of SSN	Veterans Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Hummel, Kurt	1128	NV	ICTAP	<input type="text"/>					<input type="checkbox"/>
Hudson, Finn	1126	CPS - Adj		<input type="text"/>					<input type="checkbox"/>



# Viewing Questionnaire Responses

Hiring Officials view questionnaire responses by clicking on the icon in the Responses column.

Applicant List		Certificate Information		Selection Notes				
Applicant Name	Last 4 Veterans of SSN	Priority Pref	Selection Action	Action Date	Docs	Responses	App Notes	
Berry, Rachel	1125	NV	<div><div></div><div></div></div>		<div><div>2</div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div></div>

A Certificate Details box will open containing the applicant's questionnaire responses.

**Certificate Details**

Section Name

- [Entire Questionnaire](#)
- [Narratives](#)
- [Employment Availability](#)
- [MIN QUALS](#)
- [Know of Federal Personnel Laws and Regulations.](#)
- [Ability to communicate in writing.](#)
- [Knowledge of recruitment techniques and options in the Federal Service.](#)
- [Ability to manage special programs and projects to automate personnel functions.](#)

Preview

Full Time Employment  
Y. 40 Hours Per Week

# Viewing Supporting Documents

Hiring Officials view documents by clicking on the icon in the Docs column.


Applicant List		Certificate Information		Selection Notes					
Applicant Name	Last 4 Veterans of SSN	Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Berry, Rachel	1125	NV		<div></div>		<div>2</div>			<input type="checkbox"/>

This opens the Certificate Details dialogue box.

Certificate Details			✕
File Name	Type	Date Received	
<a href="#">Professional Resume.doc</a>	Resume	4/29/2010 12:11 PM	
<a href="#">Transcript.docx</a>	Transcript	4/29/2010 12:15 PM	

# Marking Applicants of Interest

- Applicants of Interest allows Hiring Officials to highlight applicants to share with other users or review later.
- They mark applicants of interest by checking the box under the check mark column on the

Applicant List			Certificate Information		Selection Notes				
Applicant Name	Last 4 Veterans of SSN	Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	
Berry, Rachel	1125	NV		<div><div></div><div></div></div>		<div><div>2</div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>

- These applicants can be viewed by clicking the Certificate Information tab, and clicking the Applicants of Interest Button.

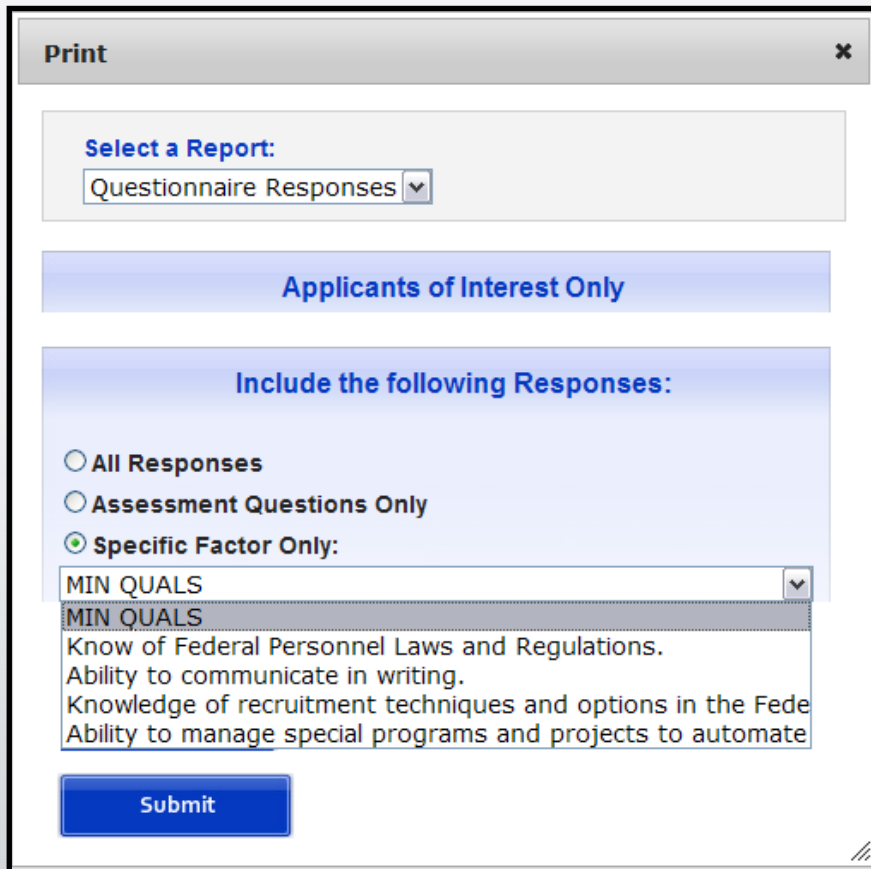


# Batch Print Documents

The screenshot displays a web-based application for batch printing documents. A 'Print' dialog box is open, showing a dropdown menu for 'Select a Report:' with options: 'Certificate/Referral List', 'Certificate/Referral List', 'Questionnaire Responses', and 'Supporting Documents'. The 'Certificate/Referral List' option is selected. Below the dropdown is a 'Submit' button. The background application window shows a 'Print' section with a 'Select a Report:' dropdown set to 'Supporting Documents'. Below this is a section titled 'Include the following' with radio button options: 'All Applicants' (selected), 'Applicants of Interest Only (marked with a checkmark)', 'For First [ ] Applicants', and 'For Applicants with a Rating of [ ] or Higher'. At the bottom is another section titled 'Include the following Documents:' with checkboxes for 'Resume', 'Veterans Documentation', 'Miscellaneous', 'Transcript', and 'Qualifications', all of which are checked. A 'Submit' button is at the bottom of this section.

- From the Certificate View, the hiring official can print either the Certificate List, Questionnaire Responses, or Supporting Documents.
- The hiring official can dynamically set the criteria for what documents to print and for whom to print them.

# Batch Print Documents

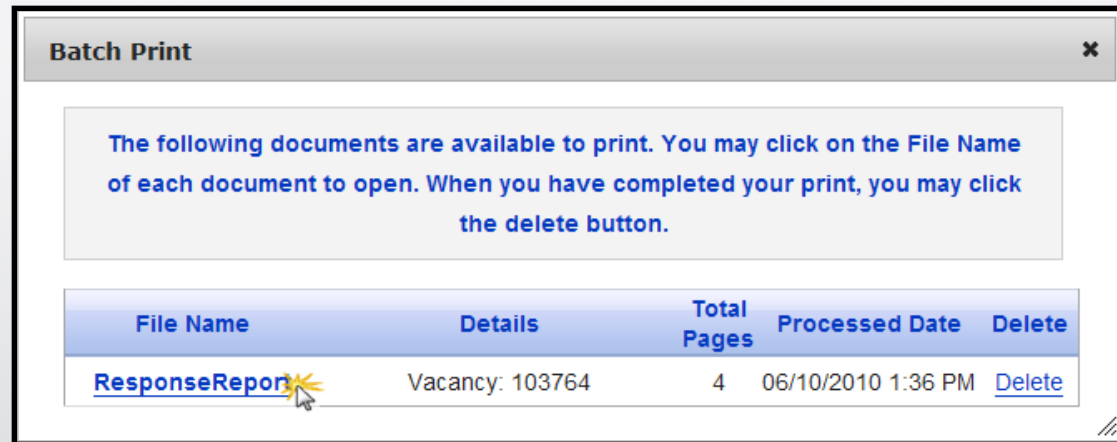


The screenshot shows a 'Print' window with a close button (X) in the top right corner. Inside the window, there is a section titled 'Select a Report:' with a dropdown menu currently showing 'Questionnaire Responses'. Below this is a blue button labeled 'Applicants of Interest Only'. Underneath is another blue header 'Include the following Responses:' followed by three radio button options: 'All Responses', 'Assessment Questions Only', and 'Specific Factor Only:'. The 'Specific Factor Only' option is selected. Below the radio buttons is a dropdown menu showing 'MIN QUALS', which is expanded to show a list of factors: 'MIN QUALS', 'Know of Federal Personnel Laws and Regulations.', 'Ability to communicate in writing.', 'Knowledge of recruitment techniques and options in the Fede', and 'Ability to manage special programs and projects to automate'. At the bottom of the window is a blue 'Submit' button.

- The hiring official may print Supporting Documents and Questionnaire Responses from the Applicant of Interest screen.
- The information printed is only for the applicants of interest.

# Batch Print Documents

- To view, print, or save the batched documents, click on the Batch Docs button.
- Click on the name of the batched documents file to view and print.
- To delete the file once it is printed, click the Delete button.



# Sharing Certificates

**Selection Manager**

**Hiring Actions**

Vacancy 103764    Position Title HR Specialist    Announcement Number BSC-103764-1002    Customer Automated Systems M

[View Vacancy Announcement](#)    [Share Hiring Actions](#)

Request Number	Certificate ID	Specialty	Location
103764-001	<a href="#">MT-10-BIS-01692S0</a>	HR Specialist (Recruitment and Placement)	Springfield
103764-001	<a href="#">MT-10-BIS-01710S0</a>	HR Specialist (Classification)	Springfield

Allows the hiring official to share the certificate with others involved in the hiring process.

**Certificate Details**

You may share access to the certificates linked to this request with other users in your customer office.  
The following users currently have access

First Name	Last Name	Title	Can Make Selections	Can Share Access
William	Schuester		Y	Y

[Add Assignees](#)

**Certificate Details**

Select the users to share within your office

<input checked="" type="checkbox"/>	First Name	Last Name	Title	Can Make Selections	Can Share Access
<input type="checkbox"/>	Sue	Sylvester		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Emma	Pillsbury		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carole	Hudson		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Grace	Hitchens		<input type="checkbox"/>	<input type="checkbox"/>

[Add](#)    [Back](#)

# Selection Actions

## Selection Manager

### Certificate View

Vacancy  
103764
 Position Title  
HR Specialist
 Certificate Number  
MT-10-BIS-01689S0

[Return List to HR Office](#)
[Set All](#)
[Clear](#)

Applicant List

Applicant Name	Last 4 Veterans of SSN	Veterans Pref	Priority Category	Selection Action
Berry, Rachel	1125	NV	<input type="checkbox"/>	
Hummel, Kurt	1128	NV	<input type="checkbox"/>	
St James, Jesse	1313	NV	<input type="checkbox"/>	
Hudson, Finn	1126	NV	<input type="checkbox"/>	

[Prev](#)
[1](#)
[Next](#)

Certificate Information

Selected

Career Or Career Conditional Employee

Communication Returned Unclaimed

Declined Employment With Agency

Declined Until A Future Date

Declined Examination Program

Declined Grade Or Salary Considerations

Declined Location

Declined Position

Declined Federal Employment

Declined Other Reason

Failed To Reply To Their Inquiry

Appointed By Non-Competitive Action

Not Selected - Not Contacted

Not Selected

Removed From Certificate Medical

Removed From Certificate Not Qualified

Removed From Certificate Suitability

Temporary Employee

Removed from Certificate Driving

Removed from Certificate Drug Screen

Not Available Pending

Removed From Certificate Eligibility

Alternate Selection 1

Alternate Selection 2

Alternate Selection 3

Withdrawn from Consideration

Selection Action

[HOME](#)
[MY ACCOUNT](#)
[BATCH DOCS](#)
[LOGOUT](#)

[Hiring Actions View](#)

☒
Applicants of Interest

?

Specialty  
HR Specialist (Classification)

Due: 5/18/2010
 [Print](#)

Docs	Responses	App Notes	
2			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Displaying: 1 - 4 of 4



# Adding Notes

- Hiring Officials can add notes for applicants or for the entire certificate.

Applicant List			Certificate Information		Selection Notes				
Applicant Name	Last 4 Veterans of SSN	Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	
Berry, Rachel	1125	NV		<div><div></div></div>		<div><div>2</div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

- The applicant notes feature is located on the App Notes column of the Applicant List tab. To add, view, modify, or delete applicant notes, Hiring Officials click the icon in this column.

# Returning Certificates

Certificate Details

Return List to HR Office

By clicking "Save" you will send a notification to the HR Office and the certificate will be removed from your Selection Manager workload.

Options

Include My Signature

Include My Signature

Sign for the Authorized Official

Dianna L. Santiago

07/17/2010

Title

HR Specialist

Send

# Updating Information

To update their Selection Manager account information, the Hiring Officials click the My Account button in the top right navigation bar. On the Account Management page, they can update or change their profile information, login information, and/or notification preferences.



# Online Help

- For additional information and instructions for using Selection Manager, the Hiring Official can click the question mark icon located on each screen or enter the following link  
<http://help.usastaffing.gov/selectionmanager>.



# Selection Manager Online Help Through MediaWiki

The image displays two overlapping screenshots of the Selection Manager Online Help page, which is a MediaWiki-based interface.

**Background Screenshot (Main Page):**

- Navigation:**
  - Home
  - Security And Privacy
    - Privacy Policy
    - Terms and Conditions of Use
- Help by Page:**
  - Selection Manager Quick Start Guide
  - Browser Compatibility
  - Login
    - Rules of Behavior
    - Password Rules
  - Home
    - System Navigation
  - Hiring Actions
  - Applicants of Interest
  - Certificate View
    - Applicant List Tab
    - Certificate Information Tab
    - Selection Notes Tab
    - Print Function
  - Account Management

**Foreground Screenshot (Resetting your password):**

**Resetting your password**

To reset your password follow these steps:

1. Click the **Forgot Password** link on the login page.
2. Enter your e-mail address.

**Forgot Password**

Please enter the email address associated with your account to retrieve account information.

Email:

3. Click the **Submit** button.
4. An e-mail message with a hyperlink for resetting your password will be sent to the e-mail address provided. Click on the hyperlink. This link will direct you to the Selection Manager page with instructions for resetting your password.
5. Enter the new password following the new password requirements. The red X marks will turn into green ✓ marks once a requirement has been met.



# Quick Start Guide

**Selection Manager**

Welcome! **Quick Start Guide** Help

The [Selection Manager Quick Start Guide](#) will help you navigate through the applicant review and selection process in Selection Manager.

**USA STAFFING**  
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User Name:

Password:

[Forgot User Name or Password](#)

Hiring Officials can access a .pdf Quick Start Guide to Selection Manager by clicking the tab on the login screen.

**USA STAFFING**  
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VERSION 1002 • 06.11.2010 **SELECTION MANAGER**

## Selection Manager: Quick Start Guide

**PART 1: GENERAL INFORMATION**

Selection Manager is the hiring officials' interface for USA Staffing. In Selection Manager, you will be able to access certificates/referral lists, review and print application materials, make hiring decisions, and return certificates electronically to the human resources (HR) office. The URL for Selection Manager is: <https://selectionmanager.usastaffing.gov>.

**Logging In**

You will receive an e-mail to access Selection Manager when a certificate is issued to you. If you are accessing the system for the first time, you will receive an e-mail with your user name and instructions to create your password. On your first login you will be required to read and accept the [Rules of Behavior](#).

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# USA Staffing Resource Center

[http://help.usastaffing.gov/USASTaffing/index.php/USA\\_Staffing\\_Resource\\_Center](http://help.usastaffing.gov/USASTaffing/index.php/USA_Staffing_Resource_Center)

Hiring Officials can also access the Quick Start Guide through the USA Staffing Resource Center.

In addition, the Resource Center includes a self-paced tutorial for Hiring Officials titled “How Hiring Managers are Improving the Federal Hiring Process”.



The screenshot displays the 'USA Staffing Help' website. The header features the title 'USA Staffing Help' in a blue and red banner, with a search bar on the right. A left-hand navigation menu lists links for 'Home', 'Security And Privacy', 'Privacy Policy', 'Terms and Conditions of Use', and a large 'USA Staffing Resource Center' link. The main content area is titled 'USA Staffing Resource Center' and contains several sections: 'Pre-Training Online Course' with a link to 'Orientation Course'; 'Training Manual' with links for 'Part 1' through 'Part 4'; 'Release Notes' with links for 'USA Staffing Enhancement List Version 1002' and 'Version 1001'; 'Other Resources' with links to 'USA Staffing Category Rating Guide', 'Selection Manager Quick Start Guide', 'USA Staffing URLs', 'Using the Discoverer DEU Application Counts Workbook Guide', and 'Implementation Guide'; and 'Hiring Reform Resources' with links for 'How Hiring Managers Are Improving The Federal Hiring Process' and 'Meeting Hiring Reform Initiatives Through USA Staffing'. A 'Printable version' link is located at the bottom right of the page.

**USA Staffing Help**

**USA Staffing Resource Center**

**Navigation**

- ▶ Home
- Security And Privacy**
  - ▶ Privacy Policy
  - ▶ Terms and Conditions of Use

**USA Staffing Resource Center**

**Pre-Training Online Course**

- [Orientation Course](#)

**Training Manual**

- [Part 1](#)
- [Part 2](#)
- [Part 3](#)
- [Part 4](#)

**Release Notes**

- [USA Staffing Enhancement List Version 1002](#)
- [USA Staffing Enhancement List Version 1001](#)

**Other Resources**

- [USA Staffing Category Rating Guide](#)
- [Selection Manager Quick Start Guide](#)
- [USA Staffing URLs](#)
- [Using the Discoverer DEU Application Counts Workbook Guide](#)
- [Implementation Guide](#)

**Hiring Reform Resources**

- [How Hiring Managers Are Improving The Federal Hiring Process](#)
- [Meeting Hiring Reform Initiatives Through USA Staffing](#)

[Printable version](#)